

SPARHAM PARISH COUNCIL

Minutes of a meeting of Sparham Parish Council held on Tuesday 12th September 2023, at 7.30pm in the Old School Room, Sparham.

Present: Cllr Adam Pryke (Chair)
Cllr Charles Sayer
Cllr David Chapman
Cllr Craig Neale
Cllr David Gerrie

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs McConnell and David Sayer were approved. Apologies were also received from D/Cllr Gordon Bambridge.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 9th May 2023.

Cllr Sayer proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Neale and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To consider the co-option of a new member to fill the one Council vacancy.

Mr David Gerrie was in attendance and was known to members of the Council. Cllr Pryke proposed that Mr Gerrie be co-opted onto the Council to fill the vacancy, this was seconded by Cllr Sayer and unanimously agreed by Council. Cllr Gerrie duly signed his declaration of acceptance of office form and joined Council. The Chairman welcomed Cllr Gerrie to the Council and thanked him for his interest.

5. County & District Councillor Reports.

In the absence of both County and District Councillors, there was no report.

6. Meeting open for public participation.

There were no members of the public present.

7. Planning issues:

a) Applications for consideration.

- 3PL/2023/0814/HOU – 18 Carrstone Cottage, The Street - demolition of carport and construction of a 2 storey rear extension – Cllr Pryke proposed that the Council raises no objections to the extension but supports the measures relating to the common swift sites, as set out by a member of the public in a response to the application. This was supported by Cllr Chapman and unanimously agreed by Council.

b) Decisions to note.

Council noted the following application had been approved.

- 3PL/2023/0627/HOU – 7 Sparham Hill - Single Storey Rear Extension & Double Storey Side Extension.

c) To consider the Breckland Local Validation Plan consultation.

No comments were raised in respect of the consultation.

8. Highway & Footpath issues.

a) To consider the update received from C/Cllr Borrett re moving the bus stop at Sparham.

Council agreed that the current location of the bus stop in the village met the needs of the majority of residents and was in a relatively safe location as far as the bus company was concerned.

They noted that only one bus stop was permitted in each village and agreed to write to the relevant authority, copying in the County Cllr, the local MP and the bus company expressing disappointment that this issue could not be resolved satisfactorily, particularly given that allowing greater access to public transport reduces CO2 emissions, decreases pollutants in the atmosphere and improves air quality.

The item will then be removed from the agenda until such time as there is a reduced speed limit on the A1067 and the matter can then be revisited.

b) To receive an update regarding speeding issues on A1067 and consider contacting Norfolk County Council or our MP for further assistance.

Council noted that the County Council did not support the need for speed enforcement on the A1067 and Council agreed to write, requesting support and citing the two recent accidents as examples of why a reduced speed limit was essential.

c) To receive an update regarding the Church Lane flooding drainage scheme.

In the absence of Cllr David Sayer, there was no update and this matter will continue to be monitored, particularly as the weather worsens.

d) To receive an update regarding any issues reported to Highways and to report any new highway issues.

Council noted the following updates:

- Damaged Whitwell Road sign – reported to Breckland.
- Damaged Reflector Signs on The Street/Whitwell Road – reported to Highways and repaired.

e) To consider any action which can be taken to address speeding through the village (Whitwell Road etc).

Council agreed that a 30mph speed limit was required in the village and agreed to write to Highways to request one. If the response is no then a petition will be considered.

f) To consider any application under the Parish Partnership Scheme.

There were no suggestions for an application under the scheme, however, the closing date is in December and any ideas can be raised at the November meeting.

9. The Village Green

a) To receive an update regarding the wildflower project and to consider the installation of two bug hotels.

Council noted that the wildflowers had been a great success this year with different species evident and over the coming years there should be more and more developing.

A working party will be arranged to remove/reduce the large patches of grass/nettles and thistles which could take over if left.

Council agreed to the suggestion of some bug boxes, made simply with recycled pallets and bricks.

b) To receive an update regarding the request to install a memorial bench.

The bench has now been installed and will be added to the Council asset list and included in the Council insurance cover.

c) To receive an update regarding planting a Queen Elizabeth II Memorial Orchard.

Council will look for grants for some free trees and make an application when any become available.

d) To reconsider permitting the private Bonfire Party on the Green.

Council agreed to check that there is no issue with the insurance, if there is not then the bonfire will be allowed to go ahead. If there are any issues then Council agreed that it cannot be permitted.

e) To consider a suggestion from a resident to purchase a bench to sit on the Village Green.

Council agreed there was no need, at the present time, for a bench on the Green.

f) To consider any new issues relating to the Village Green.

Cllr Pryke had obtained a quote to make a start to the repairs to the wall on the Green. He was concerned it was deteriorating badly and had been repaired badly in the past. The quote was for the repair of five metres, however, three quotes are required for any works over £1,000.

Council agreed to obtain two additional quotes and Cllr Pryke proposed that authority be delegated to the Clerk, in email consultation with members, to approve a quote i to enable works to commence as soon as possible and before any frosts, this was seconded by Cllr Neale and unanimously agreed by Council.

10. To receive an update regarding works to the Sparham Phone Box.

The Chairman reported that he had repaired a broken pane of glass but the inside needs painting and possibly the top of the box too.

Cllr Gerrie suggested plastic recycling collection boxes may be more appropriate in the winter as they will not be susceptible to the damp and the recycling organiser will be asked if this is feasible.

11. To receive an update regarding the village defibrillator.

The recent defibrillator training event was well attended and a letter of thanks will be sent to the local volunteer who carried out the training.

12. Finance & Governance Matters

a) To receive a financial report for the year ending 31st March 2024.

The report (attached) was noted and no issues were raised.

b) To appoint a third bank signatory.

Cllr Pryke proposed that Cllr Neale be appointed as the third signatory, this was seconded by Cllr Sayer and unanimously agreed by Council.

c) To appoint an internal auditor for the year ending 31st March 2024.

Cllr Pryke proposed that Mrs Dann be appointed as internal auditor for the year ending 31st March 2024 at a cost of £35.00, this was seconded by Cllr Neale and unanimously agreed by Council.

d) To confirm an amended meeting date, was 13th February 2024, now 30th January 2024.

Council noted the amended meeting date.

e) To authorise financial payments as set out below and note any receipts.

Cllr Chapman proposed that the following payments be approved, this was seconded by Cllr Sayer and unanimously agreed by Council. The receipts were noted.

Ref	Payee	Amount
<u>PAYMENTS</u>		
P14	Clerk (Salary & Allowance) June	£118.86 (SO)
P14	HMRC PAYE	£27.20
P15	Clerk (Salary & Allowance) July	£118.86 (SO)
P15	HMRC PAYE	£27.20
P18	Clerk (Salary & Allowance) August	£118.86 (SO)
P18	HMRC PAYE	£27.20
P11	Swift Box Installation (Grant Funded)	£50.00
P12	Norfolk PTS – Training Course (Cllr Neale)	£44.00
P	ICO Renewal	£35.00 (DD)
P13	Grass Cutting – May	£85.00
P16	Grass Cutting – June	£85.00
P17	Scythe for Wildflower Area	£32.34
P19	Grass Cutting – July	£85.00
P20	Grass Cutting – August	£85.00
P21	Clerk (Salary & Allowance) September	£118.86 (SO)
P21	HMRC PAYE	£27.20
P22	Grass Cutting – September	£85.00
P23	SLCC Membership	£16.83
P24	Replacement Phone Box Glass	£27.96

RECEIPTS

R3	HMRC VAT Return	£309.17
	Bank Interest	£9.53

13. Correspondence for circulation

Council noted the following correspondence and no action was required:

- Norfolk Parish Update – Offshore Transmission Network.
- Breckland Local Plan Preview Sessions.

14. To receive any new items for the next agenda.

There were no new items received for the next meeting.

15. To note the next meeting of the Parish Council will be held at 7.30pm on Tuesday 14th November in the Old School Room.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.52pm.

Signed: _____

Date: _____

**SPARHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2024
FINANCIAL REPORT - SEPTEMBER 2023**

BUDGET UPDATE	Budget	To date	%
	2023/24		
PAYMENTS*			Paid
Admin	2,472	887	36%
Salary	1,799	816	45%
Open Spaces	665	448	67%
Permissive Pathway	160	-	0%
Bus Shelter/BT Box	100	-	0%
Donations	781	681	87%
Defibrillator	10	-	0%
TOTAL	5,987	2,833	47%
			Received
RECEIPTS			
Precept	6,500	3,250	50%
Admin	150	-	0%
Bank Interest	-	20	
PAYE Refunds	-	38	
TOTAL	6,650	3,307	50%
SURPLUS/DEFICIT	663	474	

Balance as at 01.04.2023	9203.83
Less Payments @ 30.08.2023	2763.63
Plus Receipts @ 30.08.2023	3616.3
TOTAL	10,056.50
Balance as at 30.08.2023	
Current Account	1,621.97
Business Account	8,461.73
TOTAL	10,083.70
less outstanding payment	27.20
	10,056.50
Including the following reserves:	
Wall Repairs	4,603.00
GENERAL RESERVE	5,453.50

Admin Budget 2023/24

Payments	Budget	Paid to date	Receipts	Budget	R'cvd to date
Insurance	567	625	OSR	150	0
Website	110		TOTAL	150	0
ICO	35	35			
Office Allowance	120	60			
Audits	235	35			
Training	120	51			
SLCC/NPTS Membership	80	82			
Stationery/Postage	5				
Elections/Legal	1,200	-			
TOTAL	2,472	888			